

Job Description – Science Communications Associate

Rose Li and Associates, Inc. (RLA), a growing professional services firm based in Rockville, MD, seeks a full-time Associate (Science Communications). In this role you will be responsible for creating a wide range of science-related materials for RLA's clients, ranging from fact sheets and slide decks to executive summaries. If you are excited about being part of a growing enterprise and passionate about moving science forward, producing high-quality work, and supporting a team effort, we invite you to read the description below and apply.

Job Responsibilities

Writing

- Generate a range of written documents for technical science audiences, including meeting summaries, minutes, reports, and literature reviews
- Develop communications collateral for lay audiences, such as fact sheets, blog posts, and video scripts
- Attend scientific meetings in person and via web or teleconference on a regular basis
- Synthesize written and oral comments from multiple sources into coherent, logically organized documents that highlight key points and minimize redundancy
- Conduct research and prepare annotated bibliographies on unfamiliar science topics
- Edit a variety of documents written by colleagues and clients

Marketing Communications

- Develop integrated content for RLA's digital outreach, including website, newsletter, and social media
- Manage RLA's social media accounts and calendar
- Contribute to business development activities, including proposal writing and presentation deck development
- Work with graphic designer to create business development templates as needed
- Recommend ways to leverage RLA's activities for promotional content

Candidates may perform other tasks based on specific skill sets. For example:

- A candidate with data analysis skills may help formulate quantitative analytical questions; use statistical techniques to identify, analyze, and interpret trends; and support the development of data visualizations for technical and lay audiences
- A candidate who has managed conferences and other meetings may support RLA's Conference Services team by planning and hosting virtual events

Job Qualifications

- Ability to meet and maintain requirements of National Agency Clearance with Inquiries (NACI) and installation access requirements for Fort Detrick
- Ability and willingness to commute daily to Rockville office and periodically attend meetings throughout the greater Washington, DC, region (after current pandemic restrictions are lifted)

Required Skills and Experience

Writing and Communication

- Strong verbal and outstanding written communication skills
- Successful experience writing about technical material for lay audiences
- Ability to develop multimedia communications both individually and in collaboration with designers, videographers, editors, etc.
- Knowledge of principles of search engine optimization and digital conversion

Organization

- Strong critical thinking and problem-solving skills
- “Can do” attitude and ability to work well in a fast-paced team environment
- Strong organizational skills and ability to prioritize and complete multiple tasks simultaneously, on time, and with limited oversight
- Meticulous attention to detail

Technical Skills

- Proficiency with Microsoft Word (including templates, styles, and layout functions), Excel, PowerPoint, and Outlook
- Comfort with basic image and/or video editing
- Knowledge of social media management tools (e.g., Hootsuite, Buffer)
- Experience using Google analytics

Education/experience

- PhD in a related field OR
- MA/MS in biological, health, social sciences, or related field plus at least 1 years of experience OR
- BA/BS in biological, health, social sciences, or related field plus at least 2 years of experience

Preferred Skills and Experience

- Experience writing about or conducting research in biological, health, and/or social sciences

Compensation and benefits

RLA offers competitive compensation, based on experience. Our benefits package is generous and includes paid time off, all federal holidays, health insurance, short-and long-term disability and life insurance, 401(k) company match, and profit-sharing plan.

Application Process

To apply, please email a cover letter, resume, and writing sample to careers@roseliassociates.com.

Qualified applicants will participate in at least one screening interview, an in-depth interview, and a trial task.

About Rose Li and Associates, Inc. (RLA)

Since our inception in 2003, RLA has developed a reputation for delivering outstanding research and writing services to research-centric organizations, with a focus on biological, health, and social sciences. We are a woman- and minority-owned small business specializing in science writing, research and analysis, conference services, and program management support.

For more information about RLA, visit our website at <https://roseliassociates.com>.

RLA is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, ethnicity, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.